

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: July 1, 2006 To: July 31, 2006

Audience: Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: ☐ GREEN ☒ YELLOW ☐ RED

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ GREEN ☐ YELLOW ☐ RED

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ GREEN ☐ YELLOW ☐ RED

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

<input checked="" type="checkbox"/>	Feasibility Study	Complete
<input checked="" type="checkbox"/>	Implementation Phase:	In Progress
<input checked="" type="checkbox"/>	Common Vision	In Progress
<input checked="" type="checkbox"/>	Phase 1 (Current Functionality+, Deployment, Accessibility)	In Progress
<input checked="" type="checkbox"/>	Iteration 0 (Foundation)	In Progress
<input type="checkbox"/>	Phase 2 (Pre-approval)	Future
<input type="checkbox"/>	Phase 3 (Reporting & Querying)	Future
<input type="checkbox"/>	Phase 4 (Other Expenses)	Future
<input type="checkbox"/>	Phase 5 (HMRS Interface)	Future

Phase Deliverable

Common Vision Phase Deliverables Status:

Project Schedule: Phase 1 Iteration 0 <In Process>

Data Model (high level) <In Process>

Data Dictionary (high level) <In Process>

Process Model (high level) <In Process>

Note: The above deliverables are carrying over into Phase 1 Iteration 0.

Use cases (high level) <Done>

Prototype <Done>

Requirements Status <Done>

Software development approach <Done>

Work Breakdown Structure (Phase 1 Iteration 0) <Done>

Achievements

The TEMS Team finished a work breakdown structure for Phase 1 Iteration 0, the TEMS foundation (P1I0). Some work has begun on P1I0 already, including preparation by the testers, individual interviews with the User Group members, gathering reporting requirements from the User Group, and identification of the critical issues for Phase 1.

Objectives for the next reporting period & Deliverable Schedule

Work on the P1I0 tasks and complete the Common Vision carryover tasks.

Schedule

The data model, data dictionary, process model, and P1I0 project schedule are carrying over into P1I0 from the Common Vision Phase. The Team needs to complete and review these tasks. However, there is much work in P1I0 that is not dependent on their completion.

- Process model (Original Date June 9 / Planned Date Aug. 10 / In process)
- Data model (Original Date June 30 / Planned Date Aug. 25 / In process)
- Data dictionary (Original Date June 30 / Planned Date Aug. 25 / In process)
- P1I0 detailed schedule (Original Date July 20/ Planned Aug. 11 / in process). See the Issues section below for an issue regarding the schedule.

Budget

The Common Vision phase should use about 1200 hours of effort.

Issues

The Team has divided the outstanding issues into those that need to be solved in Phase 1 and those that can wait until later phases.

Larry prepared a list of issues the Team identified as needing input from the users. Larry Johnson and Glen Tapanila conducted individual interviews with 8 of the 9 User Group members and reviewed the issues list with them. There will be a User Group meeting in September to get user feedback and discuss the issues. The Team will use the feedback to make issue resolution recommendations.

The Team will be short-staffed over the next two months.

Risks

Newly discovered or re-arisen, including Risk Severity Indicator
<ul style="list-style-type: none">• No new risks identified.

Progress Summary

Event		Effort			Schedule					
Milestone	Estimates	Actual (June 30, 2006)	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Actual Start Date	Original End Date	Revised End Date	Actual End Date
Feasibility Study	3000 (original) 3800 (revised)	3181	325	NA	Kickoff: Sept. 8, 2005	NA	Sept. 8 2005	Feb. 22, 2006	Apr 14, 2006	May 2, 2006
Common Vision	1200	1213	0	(13)	May 1, 2006	NA	May 1, 2006	July 20, 2006	July 30, 2006	July 30, 2006